

In compliance with Governor Newsom's Executive Order N-29-20, which suspended portions of the Brown Act, Governor Newsom's Executive Order N-33-20 (Stay At Home Order issued March 19, 2020), and the County of Los Angeles Public Health Officer's Reopening Safer at Work and in the Community for Control of COVID-19 Blueprint for a Safer Economy – Orange Tier Risk Reduction Measures (issued April 2, 2021), members of the Parks and Recreation Commission and staff will participate in this meeting via teleconference or other electronic means in our continuing effort to practice social distancing to reduce the spread of COVID-19.

PARTICIPATE BEFORE THE MEETING by emailing ParksandRecreationCommission@TorranceCA.Gov and write "Public Comment" in the subject line. In the body of the email include the item number and/or title of the item with your comments.

MEMBERS OF THE PUBLIC MAY VIEW AND PARTICIPATE IN THE MEETING via Zoom by using the following link or by calling in with the phone number listed below: <https://bit.ly/3nv9SIs>

Phone number: 1-669-900-9128

Meeting ID: 963 9695 4657

Passcode: 964505

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk's office at (310) 618-2780. Notification 48 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting. [28CFR35.102-35.104 ADA Title II]

Direct questions or concerns to the Commission Liaison John La Rock, Community Services Director at (310) 618-2937 prior to submission to the Commission. Parties will be notified if the complaint will be included on a subsequent agenda.

**TORRANCE PARKS AND RECREATION COMMISSION AGENDA
APRIL 14, 2021
REGULAR MEETING
7:00 P.M. VIA TELECONFERENCE OR OTHER ELECTRONIC MEANS**

1. CALL MEETING TO ORDER

ROLL CALL: Commission members Candioty, Love, Mataallii, Montoya, Muhammed, Reilly, Chair Feliz

2. FLAG SALUTE: Chair Feliz

3. REPORT OF THE CITY CLERK ON THE POSTING OF THE AGENDA

The agenda was posted on the Public Notice Board at 3031 Torrance Bl. and on the City's Website on Thursday, April 8, 2021 /s/ Rebecca Poirier

**MOTION TO ACCEPT AND FILE REPORT ON THE POSTING OF THE AGENDA
MOTION TO WAIVE FURTHER READING OF RESOLUTIONS AND ORDINANCES
AFTER NUMBER & TITLE – See Council Rules of Order Section 2.11 (Resolution 2006-65)**

4. ANNOUNCEMENT OF WITHDRAWN, DEFERRED, AND/OR SUPPLEMENTAL ITEMS

5. ORAL COMMUNICATIONS (Limited to a 30 minute period)

This portion of the meeting is reserved for public comment on items on the agenda or on topics of interest to the general public. Under the Ralph M. Brown Act, Commissioners cannot act on items raised during public comment but may respond briefly to statements made or questions posed; request clarification; or refer the item to staff. Speakers under this Public Comment period will have no longer than 3 minutes per speaker. Please do not use Bluetooth or speaker devices, mute the volume on your television or other electronic devices and speak clearly. Your phone call to the Commission meeting will be recorded as part of the meeting. By staying on the line and making public comment during the meeting, you are agreeing to have your phone call recorded.

6. CONSENT CALENDAR

Matters listed under the Consent Calendar are considered routine and will be enacted by one motion and one vote. There will be no separate discussion of these items. If discussion is desired, that item will be removed by a Commissioner from the Consent Calendar and considered separately.

6A. APPROVAL OF MINUTES: MARCH 10, 2021

6B. Recommendation of the Grants Committee and Community Services Director that the Parks and Recreation Commission:

- 1) Review the Financial Narrative Reports from the 2020 Non-Profit Social Service Agency Grant Recipients; and
- 2) Forward a recommendation to the City Council to accept and file the reports.

7. ADMINISTRATIVE MATTERS

7A. Community Services Director – Status of Programming and Projects.

Recommendation of the Community Services Director that the Parks and Recreation Commission receive and file updates on the status of programming and projects in the City of Torrance:

- Pandemic reconstitution and reopening
- Proposition 68 park project
- WBMWD station at Lago Seco Park
- Fruit trees installation at Lago Seco Park
- R/C track at El Nido Park

7B. Community Services Director – Review Department Monthly Reports

Recommendation of the Community Services Director that the Parks and Recreation Commission review the Department Monthly Reports for:

- Administrative Services
- Park Services
- Recreation Services

8. PUBLIC HEARINGS

NONE

9. ADJOURNMENT

- 9A.** Adjournment of the Parks and Recreation Commission Meeting to WEDNESDAY, MAY 12, 2021, at 7:00 p.m. In compliance with Governor Newsom's Executive Order N-29-20, which suspended portions of the Brown Act, Governor Newsom's Executive Order N-33-20 (Stay At Home Order issued March 19, 2020), and the County of Los Angeles Public Health Officer's Reopening Safer at Work and in the Community for Control of COVID-19 Blueprint for a Safer Economy – Orange Tier Risk Reduction Measures (issued April 2, 2021), members of the Parks and Recreation Commission and staff will participate in this meeting via teleconference or other electronic means in our continuing effort to practice social distancing to reduce the spread of COVID-1. Members of the public are encouraged to watch the meeting via ZOOM at: <https://zoom.us>.

**MINUTES OF A REGULAR MEETING OF THE
TORRANCE PARKS AND RECREATION COMMISSION**

1. CALL TO ORDER

The Torrance Parks and Recreation Commission convened via teleconference or other electronic means at 7:00 p.m. on Wednesday, March 10, 2021.

2. ROLL CALL/MOTIONS FOR EXCUSED ABSENCE

Present: Commissioners Candioly, Love, Mataallii, Montoya, Muhammed, Reilly, and Chairperson Feliz.

Absent: None.

Also Present: Community Services Director La Rock, Administrative Services Manager Orpe, Park Services Manager Drake, and Acting Recreation Services Manager McClelland,

3. FLAG SALUTE

Commissioner Love led the Pledge of Allegiance.

4. AFFIDAVIT OF POSTING

MOTION: Commissioner Candioly moved to accept and file the report of the City Clerk on the posting of the agenda. Commissioner Love seconded the motion; a roll call vote reflected unanimous approval.

5. APPROVAL OF MINUTES

MOTION: Commissioner Love moved to approve the Parks and Recreation Commission meeting minutes of February 10, 2021 as presented. Commissioner Reilly seconded the motion; a roll call vote reflected unanimous approval.

6. ORAL COMMUNICATIONS #1

The Commission welcomed Torrance Youth Council members Jennifer Kim and Susanna Yeh.

7. OLD BUSINESS

7A. DIRECTOR'S REPORT

Community Services Director La Rock provided an update on reactivation of in-person programming, services, and facilities when the City transitions into the red tier, expected early next week.

8. NEW BUSINESS – None.

9. COMMITTEE UPDATES

9A. GRANTS COMMITTEE

Commissioner Candioly reported the Grants Committee met earlier this evening and moved to approve the six Non-Profit Social Service Agencies 2020 Financial Reports and to forward them to the Parks and Recreation Commission for consideration. He stated, once approved, the Financial Reports would be forwarded to City Council on April 20, 2021. He informed the Commission this was the last Grants Committee meeting until the Grants Program is reinstated.

MOTION: Commissioner Reilly moved to forward the Non-Profit Social Service Agencies 2020 Financial Reports to City Council for acceptance and filing. Commissioner Montoya seconded the motion; a roll call vote reflected unanimous approval.

10. MONTHLY DEPARTMENT ACTIVITY

10A. ADMINISTRATION SERVICES

Administrative Services Manager Orpe presented the Administrative Services Division Report – February 2021 included in agenda packets.

10B. PARK SERVICES

Park Services Manager Drake presented the Park Services Monthly Report for February 2021 included in the material of record.

10B. RECREATION SERVICES

Acting Recreation Services Manager McClelland presented highlights from the attached Recreation Services Monthly Report for February 2021.

11. ORAL COMMUNICATIONS #2

Members of the Commission spoke.

Administrative Services Manager Orpe announced his retirement in two weeks and Commissioners expressed their appreciation to him for his 28 years of service to the City.

12. ADJOURNMENT

MOTION: At 7:45 p.m., Commissioner Candioly moved to adjourn the meeting to April 14, 2021. Commissioner Love seconded the motion and a roll call vote reflected approval.

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April 14, 2021

TO: PARKS AND RECREATION COMMISSION

FROM: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR

SUBJECT: FILING OF THE FINANCIAL REPORTS FOR THE 2020 NON-PROFIT SOCIAL SERVICES AGENCY GRANT PROGRAM

In 1984 the City Council approved the Non-Profit Social Services Agency Grant Program. The Grant Program fell under the auspices of the Human Resources Commission, which later became the Community Services Commission. In 2006 the Community Services Commission merged with the Parks and Recreation Commission, which then created the Grants Committee to oversee the Grants Program.

One of the criteria for the grant program is that each recipient must submit both a mid-year grant report as well as a year-end Financial Narrative Reports. Each of the six recipients from the 2020 Grant Program has submitted a Financial Narrative Report which includes the total number of residents served, a description of the achievements of the program, any challenges or barriers the organization faced, and the actual funds spent during the year. (Attachment A-F)

The Parks and Recreation Commission Grants Committee met on March 10, 2021, to review the Financial Narrative Reports. During the meeting, there was a brief discussion on the submission of reports and the fact that this was the last year of the Grants program due to recent City budget reductions. At the end of the discussion, the Committee voted 2-0 (vacant position with the retirement of Commissioner Cohen) to recommend that the reports be forwarded to the Parks and Recreation Commission for their review and subsequent recommendation (Attachment G).

Therefore, it is the recommendation of the Grants Committee that the Parks and Recreation Commission review the Financial Narrative Reports from the 2020 Non-Profit Social Service Agency Grant Recipients and forward a recommendation to the City Council to accept and file the reports.

Respectfully submitted,



John La Rock
Community Services Director

Attachments:

- A) Caring House
- B) Children's Dental Care of Greater Los Angeles
- C) ICAN
- D) South Bay Literacy Council
- E) St Paul's Methodist Church – Project Needs
- F) Walk with Sally
- G) Excerpt of Minutes 3-10-21

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Final Report Date: January 25, 2021

Program / Project Title: Days of Caring

Grant Number: C2020-004

Grantee Name: Caring House

Grantee Employer ID Number: 20-2201206

Address: 2842 El Dorado Street, Torrance, CA 90503

Phone: 310-796-6625 ext. 1

Grantee Agency Email: ed.long@yourcaringhouse.org

Grant Received

\$5,000

\$2,500

Planned Number of Torrance Residents Served Under This Grant =24 (plus 72 family/loved ones)

Final Number of Torrance Residents Served Under This Grant = 10 (plus 30 family/loved ones)

Please limit your response to ½ page per question:

1. Please provide a short description of your program including overview, accomplishments, outcomes, and final program evaluation.

Caring House is located in Torrance, and is the only non-medical home in Los Angeles County totally focused on end-of-life care. Residents/families come to us from across LA County. I refer to the detailed Program Information included in our September 6, 2019 application.

In 2020 we welcomed 47 residents to our home, all of whom were in the last weeks or days of their lives. Ten of the residents/families lived in Torrance.

We teamed with their families and loved ones to assure each resident peace, comfort, support and dignity.

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

The \$2,500 Torrance grant (along with other donated funds) was used to help cover the costs of care for 25 residents in financial need. That’s an average of \$100 per resident. Five of those residents/families lived in Torrance.

2. Please give a brief explanation of any challenges or barriers you faced over the course of the program: Please include if and how your program was impacted by the COVID-19 Pandemic and what changes you made to ensure you were able to continue to provide services with your grant funding.

The COVID-19 Pandemic was the key factor in our admitting 47 residents/families in 2020 (vs. our goal of 100). Revenues from residents/families was negatively impacted significantly.

- In mid-March we stopped new admissions and moved toward an empty house. We became empty on March 31, and we told our Caregivers not to come to work, and encouraged them to be safe at home.
- April and May: We worked to keep our staff safe at home, obtain PPE, then to reopen.
- June and moving forward: On June 1 we welcomed our first new resident since March. She came to us directly from a Torrance hospital, with a negative COVID-19 test; our Caregivers joyfully resumed work in the house; screened family visitors are now allowed on a limited basis; we ramped up gradually and worked to serve as many residents and families as we safely could.
- During the time we were empty we continued to pay our Caregivers based on their normal schedules. To help keep them safe at home and to help assure us that they would return when we started admissions again.

Program Budget—Projected vs. Actuals.

[Note that we have only one Program; info is unaudited and subject to adjustment]

Category	Projected Program Expenditure	Actual Program Expenditure
Salaries and Benefits	\$291,713	\$303,596
Operating Expenses	\$123,429	\$134,324
Capital Equipment	\$ included in Op Exp	\$ included in Op Exp
Capital Improvements	\$ included in Op Exp	\$ included in Op Exp
Total	\$415,142	\$437,920

Total Requested from the City of Torrance	\$2,500 grant received
Agency Cost (Total Program Cost minus City of Torrance Grant Amount)	\$435,420

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Project Certification:

I hereby certify that all grant funds were expended as listed above and that the project is complete. I represent and warrant that I have full authority to execute this Project Certification on behalf of the Grantee. I declare under penalty of perjury that the foregoing project certification of project completion for the above mentioned grant is true and correct.

Edward W. Long
Type or Print Name of Authorizing Official

Date JAN 25 2021


Signature of Authorizing Official

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Final Report Date: February 5, 2021

Program / Project Title: Community Outreach Program

Grant Number: C2020-002

Grantee Name: Children's Dental Care of Greater Los Angeles

Grantee Employer ID Number: 95-4533883

Address: 300 E. Buckhorn Street, Inglewood, CA 90301

Phone: (310) 419-3000

Grantee Agency Email: dyoung@tcdc.org

Grant Received

\$5,000

\$2,500

Planned Number of Torrance Residents Served Under This Grant 40

Final Number of Torrance Residents Served Under This Grant 40

Please limit your response to ½ page per question:

1. Please provide a short description of your program including overview, accomplishments, outcomes, and final program evaluation.
 - a. Every child/adult that had an appointment was provided with extensive oral health education. This was accomplished by allowing for additional chair time during their treatment visits. This approach has been a major success and with our change in protocols and new processes, we are able to still provide high quality treatment services with minimal loss in revenue.

2. Please give a brief explanation of any challenges or barriers you faced over the course of the program: Please include if and how your program was impacted by the COVID-19 Pandemic and what changes you made to ensure you were able to continue to provide services with your grant funding.
 - a. Due to COVID-19 we were unable to go to the Schools and provide our quality oral health education and oral screenings. Therefore, we utilized extra chair time to ensure that every child/adult was provided oral health education.

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Program Budget--Projected vs. Actuals.

Category	Projected Program Expenditure	Actual Program Expenditure
Salaries and Benefits	\$7,000	\$3,500
Operating Expenses	\$3,000	\$1,500
Capital Equipment	\$0	\$0
Capital Improvements	\$0	\$0
Total	\$10,000	\$5,000

Total Requested from the City of Torrance	\$5,000
Agency Cost (Total Program Cost minus City of Torrance Grant Amount)	\$5,000

Project Certification:

I hereby certify that all grant funds were expended as listed above and that the project is complete. I represent and warrant that I have full authority to execute this Project Certification on behalf of the Grantee. I declare under penalty of perjury that the foregoing project certification of project completion for the above mentioned grant is true and correct.

Dennis Young, Dr.PH, President & CEO
 Type or Print Name of Authorizing Official

Date 02/05/21

Dennis Young
 Signature of Authorizing Official

CITY OF TORRANCE**NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020**

Final Report Date: January 21th, 2021

Program / Project Title: Kitchen Appliances for ICANs Life Skills Day Program

Grant Number: 65

Grantee Name: ICAN California Abilities Network

Grantee Employer ID Number: 45-5441802

Address: 2375 Sepulveda Blvd. Torrance, CA. 90501

Phone: (310) 384-7997

Grantee Agency Email: andrewstone@ican.org

Grant Received

\$5,000

\$2,500

Planned Number of Torrance Residents Served Under This Grant 17

Final Number of Torrance Residents Served Under This Grant 20

Please limit your response to ½ page per question:

1. Please provide a short description of your program including overview, accomplishments, outcomes, and final program evaluation.
2. Please give a brief explanation of any challenges or barriers you faced over the course of the program: Please include if and how your program was impacted by the COVID-19 Pandemic and what changes you made to ensure you were able to continue to provide services with your grant funding.

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Program Budget—Projected vs. Actuals.

Category	Projected Program Expenditure	Actual Program Expenditure
Salaries and Benefits	\$1,215,000	\$433,000
Operating Expenses	\$497,000	\$56,000
Capital Equipment	\$75,000	\$300,000
Capital Improvements	\$750,000	\$1,500,000
Total	\$2,537,000	\$2,289,000

Total Requested from the City of Torrance	\$5,000
Agency Cost (Total Program Cost minus City of Torrance Grant Amount)	\$2,284,000

Project Certification:

I hereby certify that all grant funds were expended as listed above and that the project is complete. I represent and warrant that I have full authority to execute this Project Certification on behalf of the Grantee. I declare under penalty of perjury that the foregoing project certification of project completion for the above mentioned grant is true and correct.

Andrew Stone
Type or Print Name of Authorizing Official

Date 1/21/2021

Andrew Stone
Signature of Authorizing Official

Torrance Final Report 2020 Short Responses

1. ICAN is a nonprofit that provides employment and life-skills training to adults with Intellectual or Developmental Disabilities (IDD). With this grant we sought to purchase professional kitchen appliances for our Life Skills Day Program (LSDP) at our new Torrance location. Our plan was to open in 2020, but due to the global COVID-19 pandemic, we have had to shift our entire program online. While our LSDP continues to occur online, we have been finishing renovations at our Torrance site. We purchased the kitchen appliances with this grant in the summer and finished the kitchen space. The building interior is now ready to go and we are now working to finalize the exterior, including a large garden space for our clients. Overall, even though we were not able to open our doors in 2020 as we initially planned, we were able to use the grant funds and complete this project this past summer. When the time does come that the State agencies we work with deem it safe for us to reopen, our building will be ready and waiting for our clients' return.

2. The biggest curveball is that we are in the final stages of renovating two facilities that we were hoping to open this past August. Not only have we been trying to keep as many employees on payroll as possible, we've had to make sure we finish these buildings so that we are ready when the world reopens. Thankfully, some of that funding was secured prior to COVID-19, like the generous grant from your department, has kept us on track. We actually ordered the supplies for the kitchen this past June. Moreover, both of our buildings are ready for use as soon as it is safe for our clients to return to our program. We have been working online since March, but we are looking forward to welcoming our clients back to our new locations.

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Final Report Date: January 15, 2021

Program / Project Title: Let's Be Literate Torrance or Let's be Literate Together

Grant Number: C 2020-005

Grantee Name: South Bay Literacy Council

Grantee Employer ID Number: 95-4041955

Address: 18436 Hawthorne Blvd., Suite 100, Torrance, CA 90504

Phone: 310-373-7003

Grantee Agency Email: sblcoffice@southbayliteracy.org

Grant Received

\$5,000 X \$2,500

Planned Number of Torrance Residents Served Under This Grant 28

Final Number of Torrance Residents Served Under This Grant 31

Please limit your response to ½ page per question:

1. Please provide a short description of your program including overview, accomplishments, outcomes, and final program evaluation.

The City of Torrance can be assured that together we helped at least 31 Torrance residents improve their English reading, writing and speaking skills. Our primary goal was to give free tutoring to as many adult learners as possible and we did that. While the methodology of the "Let's Be Literate" project was impacted and challenged by COVID-19, we consider the project a success using modified evaluation strategies.

The project started as planned, but our 40-year history of providing in-person tutoring has been halted since March 19, 2020. The initial question was could we still be viable if we could not meet in person?

Focusing on our most essential functions, we took counsel from many volunteers who transitioned their in-person tutoring to online with relative ease. By the end of May we accepted the challenge to continue the project, but we did postpone the annual report survey which was our way to quantitatively measure success. However, these facts are still true no matter which method of tutoring was utilized:

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

- **Volunteers worked with each individual adult learner to determine needs, establish achievable goals, and encourage attendance.**
- **Women and their children were helped. We changed our focus to recruiting families. Several intrepid volunteers donned masks and safely passed out fliers at grocery distribution queues to let the community know about our services.**
- **We provided an affordable helping hand to adults wanting to transform their lives through literacy. Our classes are still free.**
- **We provided a compassionate approach with individualized instruction equipping adult learners to succeed and overcome their fears in a changing world. In several cases, we were the only means by which adults spoke English at all.**

Thanks to a revamped survey, we report with confidence that in October/November 2020:

- ★ **137 South Bay Literacy Council volunteer members invested**
- ★ **1,411 hours (⅔ of these hours were for tutoring) reaching**
- ★ **80 adult learners (39% lived in Torrance based upon our historical demographics).**
- ★ **\$44,461 was contributed to the community.**

The South Bay Literacy Council remains a vital, vibrant charity, and confidently we claim that the “Let’s Be Literate” project supported by the City of Torrance was a huge success despite enormous challenges.

2. Please give a brief explanation of any challenges or barriers you faced over the course of the program: Please include if and how your program was impacted by the COVID-19 Pandemic and what changes you made to ensure you were able to continue to provide services with your grant funding.

To call the year 2020 unusual would be an understatement. Here are some ways we have pivoted to respond and connect tutors with adult learners despite the restrictions mandated by COVID-19.

The entire program has been revamped from in-person to online. This includes everything and it is still a work in progress that includes:

- **Communications with potential volunteers and adult learners.**
- **Applications for volunteers and learners.**
- **Information meetings (the first step to becoming a volunteer).**
- **Tutor training.**
- **Membership dues and donations.**
- **Meetings of all types.**
- **Fundraising.**
- **Advertising and marketing.**
- **Resources for tutors.**

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Going virtual has actually solved one of our most difficult issues: tutoring space and meeting rooms. Traditionally, this has been our most costly and least variable expense. We have dedicated training space at our Torrance Headquarters that we are paying for, but cannot currently use. We will need to make a hard decision soon about this expense. Our continued hopes are to resume in-person tutoring.

A real challenge for us is advertising our services. To reach adult learners who do not know how to read has always taken a concerted effort. Often, the communication must be verbal and in a variety of languages. Historically most learners have heard about us from their friends and family. Right now, our total numbers are reduced from historical averages. We want to bring those numbers up.

We suspect one issue might be the lack of technical resources especially for the low-to-moderate income learners. We recently started a program to provide tablets loaded with the necessary programs to successfully work with a tutor. Our goal is to reach more adult learners in that category.

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Program Budget—Projected vs. Actuals.

Category	Projected Program Expenditure	Actual Program Expenditure
Salaries and Benefits	\$	\$
Operating Expenses	\$ 34,300	\$ 23,476
Capital Equipment	\$	\$
Capital Improvements	\$	\$
Total	\$	\$

Total Requested from the City of Torrance	\$ 2,500
Agency Cost (Total Program Cost minus City of Torrance Grant Amount)	\$ 20,976

City of Torrance grant funds were not used for wages (child care is our only salary), organization communication expenses, fundraising, fees, a website, conference, or general and administrative expenses.

Project Certification:

I hereby certify that all grant funds were expended as listed above and that the project is complete. I represent and warrant that I have full authority to execute this Project Certification on behalf of the Grantee. I declare under penalty of perjury that the foregoing project certification of project completion for the above mentioned grant is true and correct.

Laney Quirk

Date January 18, 2021

Type or Print Name of Authorizing Official

Laney Quirk

Signature of Authorizing Official

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Final Report Date: 1/28/2021

Program / Project Title: Project: NEEDS

Grant Number: C2020-006

Grantee Name: St. Paul's United Methodist Church

Grantee Employer ID Number: Federal ID: 36-2167731, State ID: C0188987

Address: 2600 Nelson Ave., Redondo Beach, CA 90278

Phone: 310-370-4319

Grantee Agency Email: projectneedsrb@gmail.com

Grant Received

\$5,000

\$2,500

Planned Number of Torrance Residents Served Under This Grant 34 families

Final Number of Torrance Residents Served Under This Grant 27 families

Please limit your response to ½ page per question:

1. Please provide a short description of your program including overview, accomplishments, outcomes, and final program evaluation.

OVERVIEW

Project: NEEDS is the hunger outreach ministry of St. Paul's United Methodist Church in Redondo Beach. We offer two primary services to underserved families and individuals in our local communities. The first is a homemade hot meal served every Tuesday evening, and the second is a food pantry offered in conjunction with the Los Angeles Regional Food Bank on the first and third Thursday each month. We also provide resources to our clients to help them obtain other services such as healthcare, housing, and shelter.

ACCOMPLISHMENTS

We were able to provide weekly Tuesday night meals throughout the year, uninterrupted by the COVID-19 pandemic. Until the state-mandated lockdown in March, the hot meals were provided in our church kitchen each week. We then transitioned to cold take-away meals that

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

were made off-site. Ultimately, we resumed cooking hot meals onsite. We now continue to provide the hot meals on a to-go basis. In addition, we still provide personal necessities and clothing to our clients.

OUTCOMES and FINAL PROGRAM EVALUATION

We are proud to have been able to continue our much-needed services to our clients without interruption throughout the year. Our mission to feed the homeless and hungry in the South Bay continued with Tuesday night services and with referrals to our Thursday clients to ongoing local food and meal services.

2. Please give a brief explanation of any challenges or barriers you faced over the course of the program: Please include if and how your program was impacted by the COVID-19 Pandemic and what changes you made to ensure you were able to continue to provide services with your grant funding.

The Tuesday night meal program was impacted by COVID-19 as indicated above. The Thursday food pantry events were impacted to a much greater extent. Project: NEEDS is a tenant of St. Paul's United Methodist Church, and as such, must abide by their rules. The church was shut down into the summer months, preventing us from conducting Thursday pantry event from the parking lot and basement. We consulted with and visited the Los Angeles Regional Food Bank to explore how to conduct the pantry events in a safe and socially distanced manner. When we were ready to resume operations, the Food Bank notified us that there were no schedule slots available. This lasted throughout 2020. We were still able to use the grant funds for food, packaging, cleaning supplies and necessities to provide to our clients such as personal hygiene items and blankets. We greatly appreciate our partnership with the City of Torrance in meeting the hungry and homeless in our community.

Program Budget—Projected vs. Actuals.

Category	Projected Program Expenditure	Actual Program Expenditure
Salaries and Benefits	\$ 23,677	\$20,758.00
Operating Expenses	\$ 33,293	\$14,815.00
Capital Equipment	\$ 0	\$203.00
Capital Improvements	\$ 0	\$35,776.00
Total	\$ 56,970	35,776.00

Total Requested from the City of Torrance	\$ 2,500
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CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2020

Agency Cost (Total Program Cost minus City of Torrance Grant Amount	\$33,276.00
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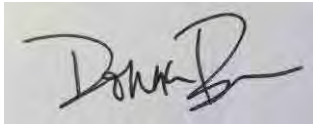
Project Certification:

I hereby certify that all grant funds were expended as listed above and that the project is complete. I represent and warrant that I have full authority to execute this Project Certification on behalf of the Grantee. I declare under penalty of perjury that the foregoing project certification of project completion for the above mentioned grant is true and correct.

Donna Barr, Director

Type or Print Name of Authorizing Official

Date January 28, 2021



Signature of Authorizing Official

CITY OF TORRANCE**NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2019**

Final Report Date: 12/29/2020

Program / Project Title: Walk With Sally Friendship Activity

Grant Number: : **C2020-003**

Grantee Name: Walk With Sally

Grantee Employer ID Number: 61-1472800

Address: 840 Apollo Street Suite 324, El Segundo Ca

Phone: 310.322.3900

Grantee Agency Email: kconforti@walkwithsally.org

Grant Received

\$5,000

\$2,500

Planned Number of Torrance Residents Served Under This Grant 10 youth

Final Number of Torrance Residents Served Under This Grant 13 youth and 5 adults, 18 Torrance residents total.

Please limit your response to ½ page per question:

1. Please provide a short description of your program including overview, accomplishments, outcomes, and final program evaluation.

Walk With Sally created a Holiday kit delivery program so the families of Walk With Sally would have a project to participate in over the Holiday break. We purchased and delivered 85 Holidays kits for the families of Walk With Sally who live throughout Los Angeles. The kits included cookie making and decorating supplies as well as a gingerbread house to create and decorate with their families. The Walk With Sally families were pleased to have a free and fun project to work on with their families over the COVID holiday.

“We just want to thank you and walk with Sally for the Holiday kits. Camila is so happy and can't wait to start decorating the cookies.” Mother of Mentee in Walk With Sally Program

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2019

“Thank you for helping us make memories even during this difficult time.” Mother of two mentees in the Walk With Sally Program.

2. Please give a brief explanation of any challenges or barriers you faced over the course of the program:

We had to coordinate a way to drop off 85 holiday kits while being mindful of the COVID-19 restrictions. We had to prepare our volunteers and staff to take the necessary precautions when delivering the kits to our families.

Program Budget—Projected vs. Actuals.

Category	Projected Program Expenditure	Actual Program Expenditure
Salaries and Benefits	\$0	\$0
Operating Expenses	\$2,500.00	\$2,500.00
Capital Equipment	\$0	\$0
Capital Improvements	\$0	\$0
Total	\$	\$

Total Requested from the City of Torrance	\$2,500.00
Agency Cost (Total Program Cost minus City of Torrance Grant Amount)	0

Project Certification:

I hereby certify that all grant funds were expended as listed above and that the project is complete. I represent and warrant that I have full authority to execute this Project Certification on behalf of the Grantee. I declare under penalty of perjury that the foregoing project certification of project completion for the above mentioned grant is true and correct.

____Nick Arquette, CEO_____
Type or Print Name of Authorizing Official

Date _____12/29/2020_____

CITY OF TORRANCE

NON-PROFIT SOCIAL SERVICE AGENCY FINANCIAL REPORT – 2019



Signature of Authorizing Official

EXCERPT OF MINUTES

Subject to Approval Minutes

March 10, 2021

**MINUTES OF A MEETING OF THE GRANTS COMMITTEE,
TORRANCE PARKS AND RECREATION COMMISSION****1. CALL TO ORDER**

The Grants Committee convened at 6:31 p.m. on Wednesday, March 10, 2021 via teleconference.

2. ROLL CALL

Present: Committee Members Candioly and Feliz.

Absent: None.

Also Present: Administrative Services Manager Orpe and Senior Administrative Assistant Rosell.

6. NEW BUSINESS**6A. APPROVAL OF NON-PROFIT SOCIAL SERVICES AGENCIES 2020 FINANCIAL REPORTS**

Administrative Services Manager Orpe recommended the Committee approve the six Non-Profit Social Services Agencies 2020 Financial Reports included in Attachments A-F. He stated, once approved, they would be forwarded to the full Parks and Recreation Commission for approval and then to City Council for acceptance and filing.

Sr. Administrative Assistant Rosell noted all six agencies submitted their Financial Reports by the January 31, 2021 deadline, and all requested information was provided.

MOTION: Commissioner Feliz moved to approve the six Non-Profit Social Service Agencies 2020 Financial Reports and to forward them to the Parks and Recreation Commission for consideration. Commissioner Candioly seconded the motion; a roll call vote reflected 2-0 approval.

Administrative Services Manager Orpe informed Commissioners this would be the last meeting of the Grants Committee until the Grants Program is reinstated.

End of Excerpt

FOR COMMISSION MEETING
April 14, 2021

TO: PARKS AND RECREATION COMMISSION

FROM: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR

SUBJECT: STATUS OF PROGRAMMING AND PROJECTS

Recommendation of the Community Services Director that the Parks and Recreation Commission receive and file updates on the status of programming and projects in the City of Torrance:

- Pandemic reconstitution and reopening
- Proposition 68 park project
- WBMWD station at Lago Seco Park
- Fruit trees installation at Lago Seco Park
- R/C track at El Nido Park

Respectfully submitted,



John La Rock
Community Services Director

TO: PARKS AND RECREATION COMMISSION
FROM: JOHN LA ROCK, COMMUNITY SERVICES DIRECTOR
SUBJECT: ADMINISTRATIVE SERVICES DIVISION REPORT – MARCH 2021

FACILITY BOOKING – Cassidy Cooper, Program Coordinator

During the month of March staff did not issue any short or long-term permits for fields. Due to COVID-19 there were no picnic reservations or park buildings rented.

Facilities Revenue Report

Revenue	March	2021 YTD
Attic	-	-
Facility Reservations	-	-
Field Lights/Support	3,723	14,933
Field Prep	286	2,214
Filming Permits	-	1,000
Hockey Rink	3,225	4,425
Picnic Reservations	-	-
Pool Rental	26,770	48,662
Special Events	-	-
Sports Center	-	-
Torrance Art Museum	-	-
Toyota Sports Complex	80,755	94,465
Weddings	-	-
Monthly Total	\$114,759	\$165,699

PARK RANGER PROGRAM – Vic Arevalo, Program Coordinator

March was challenging for Park Rangers as restrictions began to loosen statewide and the County shifted tiers to allow for more outdoor activities to take place. This created a perception by many that all activities could take place. This was clearly illustrated by the unpermitted youth football league which conducted a large scale football tournament at McMaster Park on 3/6/21 and Wilson Park on 3/7/21. A conservative estimate of players and spectators reached approximately 500 people, most of them were unmasked and not following social distancing guidelines. This resulted in multiple Torrance Police Department call outs and the organizer of the event cited on two occasions.

This month the Park Ranger Program began informing the City Manager's Office to relay transient information to the Homeless Outreach Coordinator as well as report to the Los Angeles Homeless Services Authority website.

Parks

Statistics were kept of common incidents that Rangers observed during the month of March.

- High number of walk up users in conflict with permitted users field space.
- Numerous transient contacts made particularly at Wilson and Columbia Parks.
- Increasing contacts made with non-permitted tennis instructors conducting private instruction for profit at Paradise, Walteria, Hickory and Sur La Brea Parks.
 - Resulting in number of calls from residents about noise
 - Monopolized courts
 - Users frustrated with long wait times

	March	YTD
Alcohol Violations	2	15
Amplified Sound	1	7
Bouncer Violations	0	0
Citizen Assist	6	8
Defiant/Disruptive Subjects	5	12
Dogs Off Leash Violations	33	117
Fire Call-Outs	1	2
Graffiti Hotline	7	43
Hazard Report/Removal	9	21
Maintenance/Park Call-Outs	1	2
Marijuana/Smoking/Vaping	0	16
Miscellaneous	0	0
Missing Subjects	0	0
Park Damage	4	19
Parking Violations	0	7
Permit Issues	170	411
Police Call-Outs	3	3
Ranger Call-Outs	4	9
Skating/Biking Violations	3	23
Suspicious Subjects	4	4
Transient Contacts	31	54
Transient Welfare Checks	2	12
Trespassing on Closed Fields	5	22
Unpermitted Food/Street Vendor Contacts	2	8
COVID SPECIFIC CONTACT SECTION		
Enforcing Park Amenity Closures	0	33
Protests	0	0
Social Distancing Advises	25	80
Subjects Violating LA County Health Order	500	1334

COYOTE MANAGEMENT – Peggy Orenstein, Staff Assistant

Statistics below are for the month of March.

SUMMARY STATISTICS

Type of Encounter	Number (#) of Reported Encounters	Percent Breakdown
Sighting Reported by Public (S)	16	84.2%
Dog Attack (DA)	0	0%
Cat Attack (CA)	1	5.3%
Dog Attack Resulting in Fatality (DF)	0	0%
Cat Attack Resulting in Fatality (CF)	1	5.3%
Animal Fatality of Unknown Origins	1	5.3%
Total Incidents	19	100%

COYOTE STATISTICS

	Reported Data
Trapped/Euthanized	2
Not trapped/Euthanized	0
Total	2

REPORTING STATISTICS

Reporting Channel	Number (#)
Animal Control & Dispatch (Spillman Police Software)	4
Hotline (24-Hour Coyote Hotline)	7
MyTorrance App	0
Web (Online Web Submission)	8
Other, E-mail	0
Total	19

REGISTRATION – Debbie Parr, Program Coordinator

Registration processed a total of 888 enrollments with a net revenue of \$117,311.78 during the month of March 2021. The breakdown is as follows:

March 2021

	Resident Enrollments	Non-Resident Enrollments	Total Enrollments	Net Revenue
Staff Enrollments	39	25	64	\$ 9,269.00
Internet	644	103	747	70,784.03
Totals	683	128	811	\$ 80,053.03

Adult Leagues March 2021

	Resident Enrollments	Non-Resident Enrollments	Total Enrollments	Net Revenue
Basketball	0	0	0	\$ 0
Hockey	0	0	0	0
Softball	0	77	77	37,258.75
Totals	0	77	77	\$ 37,258.75

HOME IMPROVEMENT PROGRAM – Shawn Plunkett, Program Supervisor

During the month of March, the Home Improvement Program completed projects at 11 households, with ongoing projects at 9 additional households.

	March	YTD
Carpentry	9	19
Electrical	3	16
Miscellaneous	4	10
Paint	0	0
Plumbing	4	16
COVID-19	0	0
Total number of services provided	20	61

Respectfully submitted,



 John La Rock
 Community Services Director

TO: PARKS AND RECREATION COMMISSION
FROM: TRACY DRAKE, PARK SERVICES MANAGER
SUBJECT: PARK SERVICES DIVISION REPORT – MARCH 2021

PARKS / FACILITIES

The Projects Crew:

- Removed and replace two 8 ft. sections of sidewalk at El Retiro Park south side of playground area.
- Repaired two sections of chain link fence along the east side of El Nido.
- Assisted with the removal of a fallen tree at Victor Park picnic area.
- Installed a dedication bench and plaque at El Retiro Park.
- Repaired the gate at the entrance to the child care center at Greenwood Park.
- Installed a chain link fence for security purposes, along the west side of the outfield storage buildings at McMasters Park.

The Civic Center Crew:

- Performed maintenance of the Toyota Sports Complex.
- Repaired a water main break at the east parking lot at City Hall.

The Maintenance Team: In preparation for spring and daylight savings:

- The Playgrounds and volleyball sand surfaces were roto-tilled to remove weeds and fluff up the sand. Maintenance to the playground sandboxes ensures that the surface meets the playground surface safety requirements. We will continue to provide sandbox maintenance to the rest of the playgrounds.
- The walkway light timers were manually adjusted for daylight savings.
- Some of the picnic shelters have been pressure washed. We will continue to work on the rest of the shelters.
- Hot ash cans were emptied, cleaned, and a fresh coat of was paint applied to each can.

The Landscape Team

This past month the Landscape team has been involved in multiple projects throughout the City as maintaining our current inventory of parks and open space open, while recreating smaller spaces within those areas. Tasks included, but were not limited to irrigation repairs, splash pad maintenance, ball field maintenance, plant propagation, planting and assisting with opening up our sports courts, including the reinstallation of basketball hoops at various parks. The highlights of March were starting the makeover of Discovery Park and installing several fruit trees at Lago Seco Park. The following is the is a list of accomplishments made by the Landscape team.

Pueblo- Made repairs to the park side of a broken water meter.

Columbia- Made multiple repairs to a fragile and aged irrigation system. Repaired a 4" main line.

Teen Center (The Attic) - Replaced several obsolete, inefficient sprinkler heads.

Greenwood- Replaced in ground irrigation controller due to manufacturer defect.

De Portola- Replaced blown out sprinkler head that created a large hole and hazard.

El Nido- Replaced blown out sprinkler head created a sink hole.

McMaster- Repaired broken lateral irrigation line.

City Yard- Replaced a defective irrigation valve in the front of the City Yard.

Discovery- Marked and repaired heads as the relates to the landscape renovation.

Wilson- Performed maintenance to the splash pad and prepared for its reopening.

All parks- Increased watering days due to warmer weather and performed irrigation checks and repairs. Turn off sprinklers for construction projects and pest control operations, then turn back on when those jobs have been completed.

Lago Seco- Excavated, planted, staked and watered 21 fruit trees along outside the community garden.

Teen Center- Added plants and color to liven up what was a drab flower bed at the north entrance. It is the beginning of reaching our goal of installing a sustainable, habitat friendly landscape there.

Discovery- Started removing plants for a major landscape makeover project.

Victor- Removed an elm tree that toppled during a rain storm and removed the dead stump

Barlett/Historical Society- Cleaned up planters and remove weeds.

Hickory- Finished the new habitat garden by adding mulch.

City Yard- Continued to propagate and transplant at the nursery in an effort to build our own plant inventory and reduce spending on plant material. Put down ten yards of mulch in planters at the entrance.

North and South Parks- Due to the recent rain, windstorms and damage from pests we removed more than 20 tons of downed trees fallen branches and palm fronds.

All City Libraries- Trimmed, weeded and performed general cleanup at each satellite library including El Retiro; North Torrance; Henderson; Southeast and added colorful, habitat friendly lantana to the entrance of Southeast Library.

In summary the team has been doing its part to make Torrance parks and open space clean, green and safe through hard work, attentiveness, responsiveness, careful planning and thoughtful planting.

MADRONA MARSH PRESERVE AND NATURE CENTER

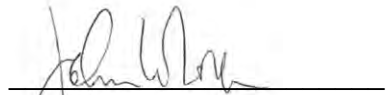
Updates on projects include:

- Launched volunteer Marsh Ambassador Program to back-fill for end of Park Ambassador Program.
 - In process of collecting volunteer applications.

- Seeking to provide blanket coverage at Preserve entrance.
- Feedback by public. “We feel safe knowing someone monitors entrance”.
- Park Ambassadors freed up time for limited staff to work on Preserve.
- Ambassadors received excellent feedback from the public.
- Helped reduce issues with transients and ensured compliance on Preserve.
- Moving forward to bring back volunteers into work processes at the Nature Center.
 - Using Volgistics® volunteer software system to advertise and gather online applications for positions.
 - Working with City of Torrance volunteer administrator leveraging shared capabilities and digitizing our volunteer processes.
- Our Friday Fun program virtual learning videos are now offered on YouTube.
 - Program has been a long-term success under the direction of volunteer, Cindy Reid.
- Water quality
 - Phosphate, Nitrogen in normal range. DO highest in sump, normal elsewhere.
 - Water temperatures increasing. Beginning to see invertebrate species diversity.
- Precipitation: season-to-date (STD)
 - Only 1.19 inches of rain during March, one of the driest on record.
 - Rainfall last season March measured 3.05 inches.
 - STD rainfall: 5.04 inches.
 - STD this time last year: 11.11 inches.
- Storm water: March.
 - Four rain events totaling 1.19 inches of precipitation.
 - Captured about 8.11 million/gal. H2O in sump.
 - Pumped approximately 4.2 million/gal into wetlands.
 - Historically this was a dry March.
- March visitation
 - 3,344 on Preserve (hard count)
 - 42 families for virtual Friday Fun for kids.
 - 345 visitors picnicking at Nature Center parking lot mini-park.
 - Key message from visitors: “nice to see ducks”.
- Season of STEM grant completed
 - Virtual learning grant for underserved students in L.A. County during COVID.
 - MMP developed 10 online classes
- Working with citizen researcher mapping CA Harvester ant (*Pogonomyrmex californicus*) nest sites.
 - Planning to use aerial imagery and GPS to generate location maps.
 - Harvester ants important as seed dispersal agents for the Preserve.
- Coastal Prairie grant in process
 - PV/South Bay Audubon Society for \$1K.

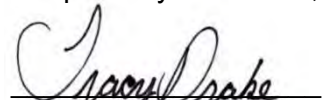
- Preparation, planting, monitoring for expansion of native grasses and plants in the coastal prairie on the Preserve
- Weeded bio filter and trimmed Vetiver grass in preparation for Bio filter maintenance.
 - Planted Vetiver in nursery to use in lieu of purchasing Vetiver for planting in bio-filter swale.
 - Approx. 250 plants grown by staff.
- Started Broadleaf cattail (*Typha latifolia*) farm using recycled wheelbarrow tub in our Nursery.
 - A CA native perennial aquatic herb.
 - Plantings from cuttings doing well.
 - 3 plants from farm restored to storm runoff drain #5.
- Began repair on perimeter fence.
 - Fix rusting sections, repair breaks, replace unrepairable sections.
 - Replaced 2 sections in March.
 - Have 4 planned in April.

CONCUR:



John La Rock
Community Services Director

Respectfully Submitted,



Tracy Drake
Park Services Manager

TO: PARKS AND RECREATION COMMISSION

FROM: DARIN McCLELLAND, ACTING RECREATION SERVICES MANAGER

SUBJECT: RECREATION SERVICES MONTHLY REPORT FOR MARCH 2021

The following is information regarding Recreation Division programs and facilities for March 2021:

Aquatics:

- Lap swim continues in high demand. This month, lap swim accounted for 1,712 pool visits.
- Pool rentals for Swim Torrance accounted for 1485 pool visits, Los Angeles Peninsula Swimmers (LAPS), accounted for 393 pool visits, and Palos Verdes Polo (PV Polo) accounted for 160 pool visits.

Early Childhood Education (ECE):

- The Early Childhood Education winter session ended on March 19, 2021.
- The spring session began Monday, March 29, 2021.
- The class is full with 12 participants.

Youth Basketball:

- The Youth Co-Ed Basketball Outdoor Skills Clinic ended on Saturday, March 27, 2021
- It was full with 290 participants in grades K-8.
- The City is offering a spring basketball clinic that begins April 24, 2021.
- The Spring Clinic was expanded to accommodate up to 324 participants.
- K-7th grades are all full with waiting lists. The 8th grade division has 18 enrolled.
- The program will be following the latest LA County Department of Public Health reopening protocols for Youth Sports that will include scrimmaging.

Youth Cheerleading:

- The upcoming 2021 Spring Cheer Clinic is already full at 28 participants.
- It will be held outside at Wilson Park.
- The Cheer Clinic begins April 10, 2021.
- The program will be following the latest LA County Department of Public Health reopening protocols for Youth Sports.

ADULT SPORTS / SEA-AIRE GOLF COURSE / PARK AMBASSADOR PROGRAM –
Garrett Craig, Senior Recreation Supervisor;

Park Ambassador Program:

Park Ambassadors have been out at Torrance's busiest parks, 7 days a week, as a reminder to maintain safe social distancing as well as provide supervision to the public as needed. They are responsible for monitoring field/equipment usage, checking the restrooms and reporting any graffiti or maintenance issues. The Park Ambassador Program will stop daily coverage on April 4, 2021.

Adult Sports:

- The Adult Slow-Pitch Softball Program was approved to return starting April 11, 2021. Currently we have 74 teams registered. We are only allowing a max of 80 teams, to ensure COVID protocols are followed. Registration end April 6, 2021.
- Adult Roller Hockey, *Stick-Time*, which allows participants an hour of rink time to work on conditioning and skill building had a total of 36 rentals with a total of 575 participants.

Sea-Aire Golf Course:

- Total golf rounds played at *Sea-Aire* were 3,120.
- The last tee-off time is now 5:30 with Daylight savings.
- The practice putting greens are now re-opened.
- The county lifted the restriction on holding tournaments and the restrictions on hosting golf clubs.
- Thursday and Friday mornings Women's and Senior's golf clubs will resume golf play on April 22.
- The Senior's and Women's golf clubs will not have access to using the Community Room until further notice.

AFTER SCHOOL CLUB / PARK DROP-IN / DAY CAMPS / ADAPTIVE PROGRAMS / SPECIAL EVENTS – *Suzie Wand, Senior Recreation Supervisor; Allison Saufua, Recreation Supervisor; Charlene Walker, Program Coordinator***Before/After School Club Program:**

- The *Before/After School Club* program began on March 16 and is being held at Greenwood Park for blended learning students at Fern Elementary.
- There are currently four enrolled in the *Before School Club* and seven enrolled in the *After School Club*; a maximum of 14 can be accommodated in each.
- Participants enjoy indoor and outdoor games and activities and work on homework, following proper COVID-19 health and safety protocols.
- Staff continue to be in contact with TUSD Administration regarding potential expansion of the program.

Adaptive Recreation:

- Virtual programming continues to be offered via Zoom for *PALS (People Actively Learning and Sharing)* members. An average of 15 - 20 members attend each activity.
- Recreational activities for the month included: Show and Share, Sing Along Night, and Bingo. There is typically a little time set aside at the beginning of each activity to allow members time to greet each other and enjoy much-needed socialization.
- A number of exercise classes were offered throughout the month to help members stay in shape while at home.

Special Events:

- In celebration of spring, Bob and Bonnie Bunny made their debut at various Torrance parks this month!
- Community members are encouraged to follow clues posted on social media, locate the bunnies, and take photos to post on Instagram and Facebook.

TEENS/CO-REC / YOUTH COUNCIL / SENIOR CITIZENS / COMMISSION ON AGING
VIRTUAL RECREATION – Deborah Reed, Senior Recreation Supervisor; Veronica Minter, Recreation Supervisor; Michelle Pinedo, Recreation Supervisor

THE ATTIC Teen Center:

- ATTIC staff created virtual content for posting as well as hosted virtual events.
- Staff wrote, filmed, edited, and posted social media videos, as well as various promotional content for The ATTIC's social media pages. These videos include a series "ATTIC News Network" which featured City of Torrance events, programs for teens, local businesses, interactive segments, and update on The ATTIC.
- The Zoom Lunch Room program met twice a week every Tuesday and Thursday 11:45am-12:30pm and shifted to Monday and Thursday 11:55am-12:40pm on 3/25 with an average of eight (6) participants attending each meeting. Students had time to share about their lives and play games together online.
- The Mindfulness Monday program met on Mondays 3:00pm-3:30pm via Zoom with an average of two (1) participant. Staff led various mental health focused exercises, which included journaling, letter writing, and mental health worksheets.
- Staff continued to make wellness calls to participating members.

ATTIC Advisory Committee:

- On Monday, March 1, 2021 THE ATTIC Advisory Committee held their monthly meeting, at 6:00pm via Zoom. There were 12 committee members present. Agenda items included deciding themes for PSA videos, breaking into subcommittees, and discussing the Mental Health Month calendar.

S.P.I.N. (Serving People in Need): (Not currently meeting)

Co-Rec (Co-Recreation):

- The Monday Boredom Busters virtual program included three challenges; Penny Tower, Peep Face, Move the Egg to your Mouth and a DIY Fabric Garland video tutorial.

Virtual Recreation:

- Torrance virtual recreation and social media continues to grow. We continue to offer the Safer at Home campaign and encourage our residents to stay home through the Virtual Recreation pages on our website and social media, with Instagram and Facebook.
- This month virtual activities:
 - Share your Favorite Place in Torrance - invited residents to celebrate local business.
 - First Day of In-Person School Photo Challenge - inviting residents to share their children first day of school pictures.
 - Top 10 Panic Purchases – shared top purchased items during the quarantine stages and invited residents to share purchases.
 - Virtual Egg Hunt – invited residents to travel to Torrance parks in search of Bob and Bonnie Bunny and share pictures.
 - Wednesday Wellness/Workouts featured a video on the Youth Basketball Clinic, a 10-Minute Workout Routine to get moving, PAL Zoom fitness and the Benefits of Jumping Rope.
- This platform continues to allow us to keep residents informed of programs, activity status and new or updated policies related to COVID-19. The Beat the Odds

Scholarship, Spring Cheerleading Clinic, Adult Softball League, Spring Break Camp, Spring Registration and the Introduction of the 2020-2021 Torrance Youth Council were advertised this month. This platform allows information and programs to be distributed immediately to residents, questions regarding policies; procedures and programs were accessed safely from their homes.

Youth Council (TYC):

- The Youth Council's ASB Bowl was held on Friday March 25 via Zoom. Sixty eight ASB's from the four Torrance high schools along with Bishop and CAMS participated. The perpetual trophy was won by South High school
- The Senior Committee is working on videos for the senior. The videos include forms of entertainment by TYC's peers and a wish or saying to the seniors by a TYC member. A series of short clips to be posted on the senior website and YouTube.
- TYC is planning a Mental Health program with a speaker in a similar format as the Youth Forum, via Zoom.
- Beat the Odds information has been sent to the local high schools and posted on the City's social media sites. All applications are due back on April 12. Letters have been sent to the Department Commissions to see if anyone is interested in being on the selection committee.

RECREATION DIVISION VOLUNTEER INFORMATION FOR FEBRUARY:

LOCATION/PROGRAM	NUMBER of VOLUNTEERS	VOLUNTEER HOURS
Adaptive Sports		
Bartlett Senior Center		
Early Childhood	0	
Focal Point	1	32
AARP Tax Aide		
S.P.I.N.		
Torrance Travelers		
Youth Sports	0	
TOTAL:		

Commission on Aging (COA):

- The Commission is working on their Older American Awards schedule for May. Applications were due back on March 22nd.
- The Commission is looking for a project, to assist seniors.

Focal Point on Aging: (The Focal Point office remains closed)

- Focal Point volunteer Kara has been monitoring the phones from home and handled 32 calls for information on behalf of Focal Point in March. She also reached out to Seniors and made Birthday calls for March Birthdays.

Senior Citizens Programs (Bartlett Center)

- The Senior Programs staff answered **148** calls this month via the Senior Hotline that runs Monday- Friday 8AM-4PM.
- The staff are reaching out to seniors to see who is still in need a vaccine. If anyone does, staff can also register seniors for an appointment to receive the COVID19 vaccine. The clinic will be held on March 29 at the Ken Miller Recreation Center.

- ZOOM Bingo (9 participants as of 3/19/20) and *Conversations Worth Having* (22 participants as of 3/19/20) continues with ongoing success, 1-2 new participants joining each week.
- We are introducing ZOOM Jeopardy on Tuesday, March 30th.
- The City held a Vaccination Clinic on Monday, March 29 at the Ken Miller Recreation Center for seniors that fell into tiers 1A and 1B. Full time staff made calls on Wednesday and Thursday reaching several hundred seniors. The Bartlett Center staff assisted 89 seniors with appointments and 300 seniors were able to receive the Pfizer vaccine.
- The Tillim Senior Center, Walteria Park Senior program, and Friday Recreation Seniors program remain closed due to COVID-19.
- The AARP Tax-Aide program is operating on a virtual basis. Clients need to call for an appointment and information as to the steps they need to take to get their taxes done. Tax Extension until May 15th.

Respectfully Submitted,



Darin McClelland
Acting Recreation Services Manager

CONCUR:



John La Rock
Community Services Director

RECREATION SERVICES DIVISION REPORT

